



# **Veteran Interview Strategies For Federal Hiring Managers Detroit Hiring Fair Event**



U.S. Department  
of Veterans Affairs



# Agenda



- **Location and Resources**
- **Interview Scenario**
  - Prescheduled and Formal
  - Scheduled Day of Event and Formal
  - Day of Event and Informal
  - Established Pre-Event and Formal
- **Exceptions**
  - Disposition Form Not Returned
  - Interview Cancelled
  - System Down
- **VESO Assistance**
- **Miscellaneous Post Event**





# Locations and DHF Activities: 1<sup>st</sup> Floor



Wayfinders

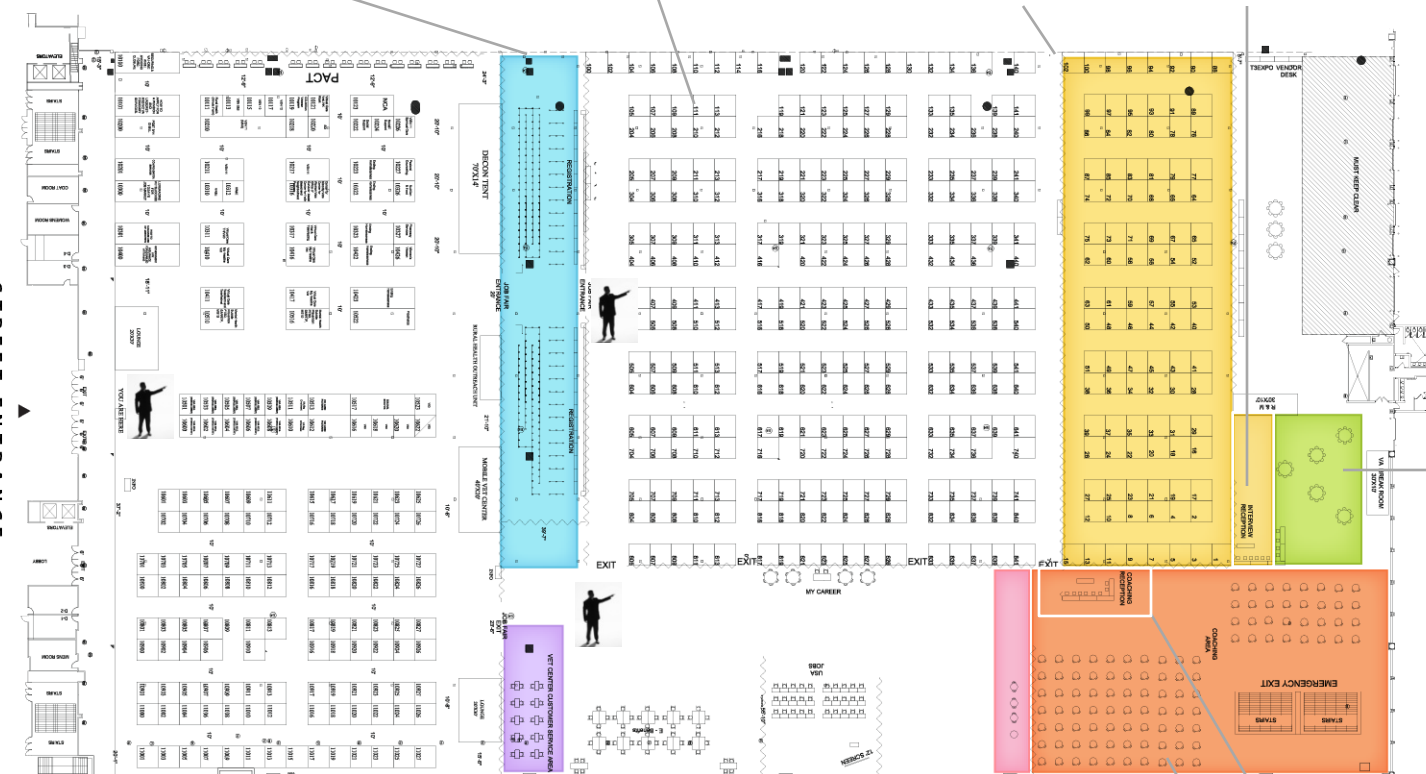


Check-In

Employer Booths



Interview Rooms &  
Interview Reception Area



NVC Registration Outside

STREET ENTRANCE

Training (2<sup>nd</sup> Floor)



Business Center  
Assistants



VA for Vets  
Booths



Coaching &  
Coaching Reception Area



Reporting  
& Data  
Entry



# Tips for Success

- Skills in translating military experience vary
- Look closely at the work experience
- Behavioral interviewing





# Prescheduled and Formal

Veteran interview is pre-scheduled and held in interview booth



- Employer submits interview schedule before event
- Interview staff enters pre-scheduled appointments in the system
- An email will be sent confirming the interview, schedule, assigned rooms and times.

## Hiring Manager

- Receives interview schedule and pre-populated disposition forms at event
- Communicates next steps and directs the Veteran to the waiting area to meet an HR representative
- Provides completed disposition form to staff at the interview check in desk and communicates with the HR representative

## Data Entry

- Enters disposition form data in system and an automated email is sent to the Veteran with the completed disposition
- Provides completed federal disposition form to HR Representative

**HR representative** meets with the Veteran and communicates interview disposition and next steps



# Scheduled Day of Event and Formal

Veteran interview is scheduled day of event and held in interview booth



## Hiring Manager:

- Determines Veteran is a good fit for position
- Works with employer liaison and Veteran to schedule an interview

## Employer Liaison:

- Schedules and/or registers Veteran in system
- Pre-populates and provides disposition form to hiring manager
- Provides Veteran with card with interview schedule

## Hiring Manager:

- Holds interview and completes interview results section of the disposition form
- Communicates next steps
- Exits interview room with Veteran and gives disposition form to data entry
- Directs Veteran to waiting area

**Disposition data entry team** provides disposition form to HR representative

**HR representative** communicates federal disposition to Veteran



# Day of Event and Informal



Veteran interview is not scheduled with and is held outside of interview booths

- Interview Tracker Walk-In Informal Interview Form is completed by Hiring Manager

## Hiring Manager:

- Conducts informal interview with Veteran outside of interview booths
- Completes mandatory fields on Interview Tracker Walk-In Informal Interview Form
- Uses respective federal agency practice for communicating disposition to Veteran

## Employer Liaison:

- Collects Interview Tracker Walk-In Informal Interview Forms and delivers to data entry

## Data Entry:

- Registers Veteran and/or adds interview to Veteran profile
- Enters interview disposition in system





# Disposition Not Returned

## Disposition form for scheduled or unscheduled interview not received

- An Employee Liaison will check in the hiring managers to collect any outstanding disposition forms







# Interview Cancelled



## Hiring manager or Veteran cancel interview

- Hiring manager or Veteran arrives at interview scheduler or interview reception area to cancel interview
- Interview reception requests disposition form
- Interview scheduler cancels interview and enters status in system
- Interview monitors are notified of cancellation





# System Down



**Hiring manager arrives at employer liaison area to schedule on-demand interview with walk in**

## **Scheduler**

- Uses room tracker spreadsheet to determine room availability or advises hiring manager to conduct quiet corner interview
- Helps complete paper interview disposition form
- Gives disposition form to hiring manager
- Provides Veteran with card

**Veteran** attends interview

**Hiring manager** completes interview results section of disposition form

**Employer liaison** collects form



# VESO Assistance



## Veterans Employment Services Office (VESO) can help with Special Hiring Authorities and Veterans Preference

Veterans' appointing authorities can bring qualified Veterans to the workforce and speed the selection process.

This section presents guidelines for:

- Veterans' Recruitment Appointment (VRA)
- 30 percent or more disabled Veterans
- Veterans Employment Opportunities Act of 1998 (VEOA)





# Miscellaneous Post Event



## Missing Dispositions

*VA for Vets* staff will provide missing interview disposition data to VA for follow up with HR point of contact and/or hiring manager to get missing interview dispositions.



# It takes a team effort





**Questions??**